

***Workforce New Jersey  
One-Stop Career Center System  
Mission Statement***

The Workforce New Jersey One-Stop Career Center System is committed to providing jobseekers and employers with a complete array of labor market and work preparation services. The design and delivery of core workforce development services are universally accessible to all individuals and employer customers. Based on the community's labor market needs, the One-Stop System provides services in an efficient, user-friendly, technology-based environment. The goals are to support business growth by connecting employers to a well-prepared local labor force, foster strong work preparation skills, and empower jobseekers with the information and support they need to make an informed decision leading to permanent, long-term work.

These goals are supported by knowledgeable staff, in a flexible and adaptable environment with a commitment to customer-based continuous improvement.

**For further information, please contact :**

**Kassia Switlik Bukosky**  
**Mercer County Business Resource Center**  
**(609) 989-6201**

**kbukosky@mercercounty.org**

**Mercer County One-Stop Career Center**  
**26 Yard Avenue, Trenton, NJ 08650**



**The County of Mercer**

**www.mercercounty.org**

McDade Administration Building  
640 South Broad Street  
Trenton, NJ 08650

**Office of  
Economic Development & Sustainability**

Elizabeth Muoio, Director  
609-989-6555  
609-695-4943 fax

**Virgen Velez, One-Stop Operator**

609-989-6824  
609-989-6882 fax

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**Hours:**

**Monday, Wednesday, Thursday, Friday**

**8:30 a.m. – 5 p.m.**

**Tuesday**

**8:30 a.m. – 7:30 p.m.**

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**Parking**

Limited metered parking is available on Clinton Avenue and East State Street. There is a pay per hour covered parking garage on Yard Avenue.

**Public Transportation**

The Mercer County One-Stop Career Center is 2 blocks from the Trenton Train Station and the RiverLine. We are served by most NJ Transit Buses in Mercer County.

*Mercer County One-Stop Career Center is an Equal Opportunity  
Employer with Equal Opportunity Programs.*



STATE OF NEW JERSEY  
DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

LWD



## **Employer Guide**

**26 Yard Avenue  
Trenton, NJ 08650**

**(609) 989-6523  
(609) 396-9563 fax**

**www.mercercounty.org/one\_stop**

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**Jon S. Corzine**  
*Governor*

**David J. Socolow**  
*Commissioner of Labor &  
Workforce Development*

**Brian M. Hughes**  
*County Executive*

*The Mercer County One-Stop Career Center provides both job seekers and employers with easy access to employment, training, and social services.*

The **Business Resource Center (BRC)** provides business solutions to small and mid-size employers. Located within the One-Stop, the BRC addresses workforce development requirements associated with recruitment and training. BRC staff can help navigate government agencies and non-profit organizations to find information about new business development, loan programs, child labor laws, general wage and hour information, labor market data, and permitting issues

We offer facilities and support for Positive Recruitments to help you find qualified employees. We'll prescreen applicants and arrange for recruiting sessions at our center. We also conduct Job Fairs to help businesses connect to jobseekers.

#### **Co-located Partners:**

Division of Vocational  
Rehabilitation Services (DVRS)

Mercer County  
Board of Social Services

New Jersey Department of  
Labor & Workforce Development

### **Employer Services**

Business Resource Center (BRC)  
Positive Recruitments  
Job Fairs  
On The Job Training (OJT)  
Job Postings  
Applicant Screening  
Employer Workshops & Seminars  
Access to fax, phone, internet  
Labor Market Data  
Liaison to Government Agencies & Programs

Jobseekers are provided with access to job search tools in addition to various workshops and seminars designed to help them obtain steady employment.

**On the Job Training (OJT)**, a program offered through the Workforce Investment Act (WIA), is an incentive to businesses to receive either up to six months, or 50% of an employee's wages. The employer provides the training and assists the new hire to match the qualifications/skills necessary to satisfy the job requirements.



One of the many Job Fairs sponsored by the Mercer County One-Stop Career Center.



The **Professional Service Group (PSG)** of Mercer County is a voluntary, not-for-profit and self-managing association of professionals. It is affiliated with the New Jersey Department of Labor - Workforce New Jersey. PSG of Mercer County has approximately 35 active members. Members provide ongoing peer support, guidance and encouragement while seeking to transition back into the workforce.

PSG has candidates with expertise and training in Accounting, Administration, Chemistry, Communications, Consulting, E-Commerce, Education/Training, Engineering, Finance, Graphic Design, Human Resources, Information Technology, Insurance, Legal, Licensing, Life Sciences, Management, Manufacturing, Marketing, Pharmaceuticals, Publishing, Quality Assurance and Sales.

*The Mercer County One-Stop Career Center is dedicated to:*

- Connecting employers to a well-prepared workforce
- Helping individuals improve their long-term employment outcome
- Promoting lifelong learning opportunities